Appendix B-3

FDOT Right of Way Cost Estimate Spreadsheet

APPLICATION AND SYSTEM INFORMATION

Software: Microsoft Excel 2002 (10.4302.4219) SP-2 Excel Software Release(Version): Release: 12.0 Operating System: Windows (32-bit) NT 5.01 Environment: pcdos: (Note: Mac = Macintosh and pcdos = Windows) Directory: C:\Documents and Settings\tmontgomery\My Documents\ File Directory & Name [] Info.: Q:\9624\ACOE 2012 CO 12\[R-W Cost Estimate Sample.xIsn

The Right of Way Cost Estimating System

Cost Estimate Application Version: This is version: 13, of this "Cost Estimating" application. By: Florida Department of Transportation **District One Right of Way Cost Estimating** Author: Joseph S. Was, Dist.1 Cost Estimating, (863) 519-2429 Date Begun: September 28, 1998 Date Last UpDated: March 16, 2005 Last UpDated By: Joseph S. Was, Dist.1 Cost Estimating, (863) 519-2429 System Administrator: William S. Sullivan, Dist.1, DCEC, (863) 519-2428 or Design **Total System Memory:** #N/A Total Memory in Data: #N/A **Total Memory Available:** #N/A Number of Sheets/Files: 9 Active and Inactive Worksheets **Recalculation Mode:** Automatic Basic File Folder Disk Size: 663 KB File Size, about two cost estimates will fit on a floppy dit

Note: Anyone can use or give copies of this application software to anyone else.

GENERAL OPERATING INSTRUCTIONS

For the Right of Way Cost Estimating Software System

You can use the Hyperlinks below to go directly to the subtopics listed or use the scrol button. (Mouse click the topic.)

GoTo the "Overview" information! GoTo the "Input Form" information! GoTo the "Related Form" information! GoTo the "Factor Sheet" information! GoTo the "Phase Contrast" information! GoTo the "Remarks" information! GoTo the "Variance" information! GoTo the "Inflate" information! GoTo the "Inflate" information! GoTo the "Instructions" information! GoTo the "INFO" information! GoTo the "Other" information! Note: You can mouse click any topic title in the instructions below to return the list of subtopics listed here!

Essential Information: (Optimized for Excel 2000 code! Note: Some options may not work in Excel older than Excel 97.) Note: Excel 2000 uses pseudo security to check for possible software viruses. No virus checking is done by Excel. Excel will flag any spread sheet which has macro, visual basic or excel programming language routines as; "May contain viruses" this is done because, if the sheet has a virus, it could be written in these Excel programming tools. This is a warning only! To run this application you must enable macros, if asked. To avoid this message in the future reset the Excel macro security level to low, medium will prompt you each time you run a sheet with macros and high will lock out any sheet with a macro. (To change the macro security level, select "Tools, Macro, Security and Low or Medium.")

This software has been optimized for a PC which is at lest as fast as a 350MHz machine and has a 17" monitor or larger color display which is in 1024 x 768 display mode or higher. If these basic requirements are not met the software may be slow to execute and/or the form width visible on the screen may hide some of the form to the right of the monitor. For best use set your display to 1024 x 768 this is done in the "Windows Control Panel, Display." Use the fastest PC with the largest monitor you have for the best user experience.

You may re-name, store or save this or copies of this application anywhere. You should "Save As," to save and rename the application before you enter any data into it. Always insure you have a blank copy of this software application! Most users can operate this software with little or no instruction. The software is self supporting. If you "Left Mouse - click" in a cell, on any sheet, anywhere you need help, the Assistant will guide you so; Make sure the "Assistant" is onl ("Help," on menu above, "Display Assistant." You may need to use the down arrow to see this option.) The assistant will display input information for every data input position in this software. If you hide the assistant both the error and input information will still display but you will not have control over the position of the messages. To move the assistant, mouse click and holc the assistant wile dragging it to a new location. (You can hide the assistant by Right clicking it with the mouse and selecting Hide.) You may enlarge columns to display data that is too large for a cell by moving the cell edge in the column letter cell with the mouse. Note: The "Phase Contrast" form makes extensive use of automatic text lines, do not change the size of columns on this form. The "Phase Contrast" form will print correctly even if some text is obscured on the screen. Text displays slightly larger on the screen than it prints. The print button for these instructions is located on the bottom of the "Input Form." Most of the essential controls are located on the bottom of the "Input Form." The "Variance" form has stand alone controls. The "Variance" form is also viewed as somewhat outside the cost estimating path, in that the inputting is not done by the cost estimator. The "Notes" form is optional and the "Phase Contrast" form may not be needed in all estimates, consultant estimates in particular do not use the "Phase Contrast" form unless instructed to do so. The basic cost estimate uses three forms in this software package, the "Input Form, Related Form and the Factor Sheet" the "Print All Sheets" button on the bottom of the "Input Form" in fact only prints these three sheets. You can

navigate the sheets by mouse clicking the labeled tabs near the bottom of the screen. When the cost estimate is completed by the estimator, the cost estimate portion of the package can be password locked from changes. This is done so the package can be put on a shared directory so appraisal staff can input the variance information and so other people can have access to the cost estimate data without being able to inadvertently change cost estimate information.

Overview of: ("Screens, Forms and Tabs:" Note: These Refer to the Same Thing.):

Always start on the "Input Form" the information here will automatically transfer to other sheets in the software application. The software will insert the information into other areas of the software, so you will not need to re-enter the same information more than once! The software will do much of the work for you. The "Related Form" is an extension of the "Input Form" hence its name, these tw forms work together to do the bulk of the cost estimate work. The "Factor Sheet" then takes the information entered on the first two forms and processes it, doing most of the calculations and inputting for you. The "Phase Contrast" form will automatically input most of the current cost estimate information for you. You must supply most of the last programmed cost estimate information. Input boxes are found to the Right of the "Phase Contrast" form. These input boxes will ask for basic information which you supply, then the software will write your information into a text narrative. This helps minimize the amount of typing you must do. You must still contrast and elaborate on cost differences in the space provided. For some items the software cannot help you with the data needed, for these you must still type your information. The optional "Notes" sheet is for value notes. The note boxes will word wrap and expand to fit as much as you write. The "Variance" form is primarily used by the appraisal staff, they do the inputting on this form. The cost estimating part of the "Variance" form is provided automatically. The "Instructions" sheet will print from the "Input Form" information see the individual headings below. The "INFO" sheet gives information about your system, work and file, as well as, other information about thi software application. The "Inflate" table is an automatically calculated table of phase totals, inflated by year over the next 30 years.

The "Input Form:"

This is the starting point for the cost estimate. The parcel number is used by the "Phase Contrast" form so the parcel number must fit the standard conventions: 100-699 for FEE parcels, 700-799 for TEMPORARY EASEMENTS, 800-899 for PERPETUAL EASEMENTS and 900-999 for LICENSE AGREEMENTS. The parcel number determines that the proper counting will be done. The actual number o parcels which are Storm water Management Facility parcels is determined and indicated by the SMF flag column, the last column on the sheet. Indicate the number of parcel, for this line item, which are SMF parcels. You can mix parcel counts for a line item, if needed but a "parcel by parcel" cost estimate is the preferred method. The software is flexible and can accommodate a variety of scenarios. The land units can be changed as a column heading by mouse clicking on the units and selecting new units from the list. You can mix units in the column but you can only select one title. If you mix units make sure that the size units are the same as the dollar per unit used. You only need to enter amounts the calculation are automatic. The bottom of the form. The bottom of the form contains the bulk of the option buttons. You can perform a number of automatic prints, work with password locks or return to the top of the form.

Password locking: First check the status of the password (Find out if and when your administrator wants the sheet locked.) by first clicking the unlock button. If the sheet is ready to be locked, click the lock button (Each district may have only one password, if this is so, only use that password.) the lock will accept any password. If the sheet is locked or if there is a problem with the password the "administrator" function button can help. For more information on the administrator function please call the source of this software or call the District One Cost Estimating Coordinator, Bill Sullivan, (863) 519-2428 or the software creator Joe Was at (863) 519-2429. This software contains Error Checking and will help you input and work the software.

Enter the cost estimate values called for, check to see if the line item has an improvement which will be impacted by the take, if so enter the number of structures requiring demolition contracts in the "DE MO" column on the far Right of the "Input Form." If the take has potential for any environmental concerns, such as, the site is a gas station, chemical user or a building with possible asbestos siding, etc., flag the "EN V" column also in the far Right of the sheet with the number of contracts anticipated. All data entered into the cost estimate pertains to the property taken or impacted by the take. The cost to cure or damages column pertains to the takes affect on the parent tract, cost to cures offset damages. Business signs are monument signs or those signs which are concreted to the property. Those business signs which are impacted by the take are paid for in the appraisal and are listed on this form. When valuing Out Door Advertising (ODA) consider the cost of the sign, the income value of the sign to the sign owner and the land bonus value to the land owner. Building improvements are the costs anticipated for a take on a structure, it is the cost of the structure portion

taken plus any cost for an additional portion severed in making the cut feasible. If a significant portion of a structure is impacted by the take and the structure is unusable pay for the entire structure. The landscape costs are for any items impacted by the take which are are commonly purchased as landscape items. Site improvements are those items affected by the take which are not considered building improvements, such as asphalt paving, fencing or tanks, etc. Business damages are reported on the Related Form."

The "Related Form:"

The "Input Sheet" will load the basic cost estimate information for you, on this sheet. You must indicate the number of "Business Relocations" necessary, for each line item. The number of "Personal Property (PP)" moves [Each cost estimate must have at lest one personal property relocation item, for accounting purposes and to account for any hidden items which may be on the project.] Residential relocations are for two possibilities "Owner and Tenant" indicate the number of each, the move costs are automatic and are based upon the number of residential relocations entered.

Business Damages: Enter the number of claims anticipated for this line item, then enter the total cost anticipated for the total claims listed. Note: Business signs are no longer relocated they are paid for in the appraisal.

The "Factor Sheet:"

Most of the factor sheet is updated automatically. You can over-type any value, percent or base value indicated on the form. You may want to adjust some of the percentiles or base values indicated if your estimate has some unusual conditions. It is better to change the percentile or base value, as the form will automatically calculate any changes you make, for a "Factor Form" line item, rather than you blindly changing the line total. The form has some soft-switches which activate some optional features. These are features are: line: 5 Fee Appraisal Review, line 14 Acquisition Consultants and line 29b-30b Last Resort Housing, to activate these options, in the cell on those lines which has a red "Add" in them type: "YES, Yes, yes, Y or y" and the form will self calculate the appropriate value. Three line items, all of which are optional, require a number of parcels affected and a base fee being added. The total is automatic if the number of parcels and base fee are entered. These optional line items are: line 9 Other, line 12 Indirect Overhead and line 24 Owner Engineering Fees. Not all cost estimates or parcels require these optional costs, if you have the need to add additional costs to cover parcels with special needs then use these line items. Areas on the "Factor Form" which may need fine tuning are: line 1 the Appraisal Fee, the base cost may need adjusting based upon the complexity of the parcels involved. Line 19 the Administrative Settlement and line 20 Litigation Awards, basically indicates the ratio of negotiation to litigation acquired parcels and the basic cost of each type. You may need to adjust this, if most of the parcels on the job are business damage parcels, as most business damage parcels are litigated rather than negotiated. In most cases the software will work fine the way it is now. The form was set up so the values used in calculating the costs are visible for each line item. If conditions change or costs need to be modified based upon new statistical data, the new values can be added to the base form without the need to go into formulas or program code.

The "Factor Form" has some parts which require user input. The cost estimator must type their name the way they sign the form, this is done below the Phase totals. If available some basic file information is needed about the last cost estimate done. Then the "Confidence Level" is added automatically from the "Phase Contrast" form. To change this information use the "Phase Contrast" form. Use the "Remarks" form to add information about the project scope and estimate details.

Most estimators rate the estimate higher than the materials supplied. You cannot have an "A" confidence preliminary estimate with 60% plans. Only a good Final estimate done with 100% final R/W maps can have a confidence level of "A." No conceptual estimate can have a confidence level higher than "C."

The "Inflation Option:" This cost estimate software has the ability to add another column of totals to the "Factor Form" indicating the expected costs inflated by "X"% for "X" years. This option is only used if the costs are needed for a job which will be purchased a set number of years out and you are requested to provide the costs inflated. You must know what percent to inflate the estimate by and how many years it will be inflated to work this option. If you add a "Programmed Year" for costs it will replace the default title.

Note: If you incorrectly enter an incorrect fiscal year it will update the "Inflation" table with incorrect information. If you enter a non-fiscal year in the fiscal year box an error box will tell you how to correct your error. To avoid adding the wrong fiscal year data to the inflation table: Save the file before you inflate it. Then if you enter the wrong fiscal year, you can exit without saving your error. If you enter a non-fiscal year in the fiscal year box, you must save before you can correct the error!

The "Phase Contrast Form:"

This form should be used when the "Last Approved, Work Program, RWC Cost Estimate File" is available to the current estimator. In some cases this form is optional, if instructed so, if no comparable estimate is available or the assignment is an extract, the assignment is a "what-if" portion of a job, etc. When two estimates are comparable, then this form should be used to address any differences in costs. The forms purpose is to place on one form the reasons for any cost, value or scope changes in the estimate.

As much of the information needed about the current cost estimate has been built in to the software. Most of the current cost estimate information is added to the "Phase Contrast" form, for you. The form helps you indicate the details responsible for any differences between this current estimate and the last programmed cost estimate for this job. A box my contain a "Pick List" of possible answers to chose from.

The estimator still must dialog and comment on aspects of the estimate which are responsible for changes between the last programmed estimate and this current estimate.

The "Remarks" Form:

This form is optional and is a place for the estimator to write any notes about any part of the estimate, the estimator feels the need to write about. The "Notes:" form is setup to allow the user a place, to immediately start typing in. When you open the form the cursor is i the text box below the title and is ready for your typing. The text box contains twenty eight text boxes bound together each box initially appears as a row or line. As the estimator types the row becomes a box. The text box has word wrap and will grow to contain as much text as you write. You cannot use the "Enter or Carriage Return" keys when typing in a box, as these keys will take you out of the box. You can separate ideas with spaces or move to another box. The twenty eight boxes are wrapped in a frame.

Note: The "Notes" sheet is not locked when the cost estimate sheets are locked. This is so the appraisal staff can use it along with the "Varriance" form, (which is not locked as well) if needed.

The "Variance Form:"

This form has no inputting to be done by the cost estimator, all the current estimates information has been automatically added to the form. All the remaining inputting to be done, is to be done by appraisal staff. The form opens ready to input the appraisal project managers name, the appraisal purpose is the key for the displayed estimate value. Use the last approved appraisal purpose code. Then add the corresponding appraised value. Lastly, a space is provided for a note or code-note, from a pull down list. As the best way to use this form, is to have the cost estimate available on a network shared directory, when completed by the estimator. When completed by the estimate, the estimate should be locked, the "Variance" form is not locked in this process. Then the estimate is stored on the shared drive and the appraisal staff will have access to the estimate and the "Variance" form.

The "Inflate" Table:

This is an automatically calculated table of phase totals. For this table to report costs you must enter the date of the cost estimate on the top of the "Input Form" and the yearly inflation rate on the bottom of the "Factor Sheet." No information will be needed on the form itself. The table uses the date of the estimate as the current year reports the phase costs and then uses the inflation rate to inflate the costs each year, year by year, for the next 30 years. The costs are rounded and are simplified in value. For a more detailed inflation use the line item inflation method available on the bottom of the "Factor Sheet" which is limited to one time period.

The "Instructions:"

These instructions print with a print button located at the bottom of the "Input Form" along with these instructions, a definition and note based instruction set from the "Input Form and INFO" print, as well.

The "INFO" Sheet:

This sheet gives application and system information. You can find out what version you are running, how much memory you have left, in The "INFO" sheet is dynamic and will give active application information. The "File Size" button will tell you where your file is currently a how large it is, so you can "Save" and manage your work effectively.

<u>Note:</u> Application written by the State of Florida, Department of Transportation, District One Right of Way Cost Estimating section, by: Joseph S. Was. Using the Microsoft Excel 2000 application system with Excel, Excel Macro, Microsoft Visual Basic and Microsoft

Active X programming languages. Anyone can use or give copies of this application software to anyone else, if they have the Excel sof to run it. The author, Joseph S. Was, can be reached at: (863) 519-2429 and the application administrator, William S. Sullivan can be reached at: (863) 519-2428.

Note: This version was written with Microsoft Excel 2000. The older versions of this application may have had problems with older ve of Excel. This new version of the application, tests for the Excel version being used to run the software and adjusts its code to the Exce used. Most Excel versions should be able to run this application. Note: Not every version of Excel has been tested, nor has every cobil of Excel versions and operating systems been tested together. Excel 97 and above should be able to run this application. The program automatically removes the Excel 2000 and above code, that Excel 97 cannot run and replaces it with code Excel 97 can run. Some code or abilities of this software may prove incompatible with the earlier versions of Excel or Excel running under a non-Windows operating system. Upgrading the version of Excel used to 97 or preferably 2000 or XP, should fix any problems, if not contact the autho File: Q:\9624\ACCE 2012 CO 12\[R-W Cost Estimate Sample.xism]]NFO. Rev:03/16/2005

FLORIDA STATE DEPARTMENT OF TRANSPORTATION RIGHT OF WAY COST ESTIMATE CONFIDENTIAL

NOT FOR PUBLIC DI	CLOSURE - FS 337.168	
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TEM SEG .: Alt	X		COST EST. #:	Sample			DISTRICT:	0
COUNTY: Pas	C0	1	AP NO.:	N/A		-	DATE:	8/14/2012
.R.#: 33			LTERNATE:	One		1	PROJECT:	Design
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ARCELS:	Gross Main Line	SMF	COUN		RELOCATEES:	9		
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7. Owner Eng. Fee 8. ==>	s (Number	a	e n		BTOTAL (lines		\$1,385,10	ю

Florida Department of Transportation - Right of Way Cost Estimate



Page 2

RELOCATION COSTS (PHASE 45) Present Day Cost (PDC) REPLACEMENT HOUSING Number Amount 30. Owner: 0 \$0 \$0 31. Tenant: 0 30b - 31b."Last Resort Housing" from lines 30 & 31 ? (Add: Y or Yes): Add \$0 at 18% MOVE COSTS 32. Residential: 0 50 33. Business/Farm: 0 \$0 \$0 34. Personal Property: 0 35, (LINES: 30 through 34) TOTAL PHAS 17% 36. Relocation Services Cost, (at: of Total , Not included in Phase Total.) Present Day PHASE TOTAL Cost (PDC) TOTAL ESTIMATE (ABL PBA \$4,702,000 37. Grand Total, (All Phases): Estimator: Add! Date: 8/14/2012 Signed: FINAL REVIEWER: Date: Signed XXXXX Cost Est. Seq. & No .: By: N/A (Last approved cost estimate information.) Last Estimate Date: N/A Last Estimate Total 5: This Estima entered into RWMS on: \$0 **Reconciliation of Contrasting Points** FilesQ.9624\ACOE 2012 CO 13\[R-W Cost Estimate Sample xlsm]INFO. Automatically transferred from the "Phase Contrast" form, see the "Phase Contrast" to edit! Phase 4B Differences: =>> Phase 41 Differences: => Phase 42 Differences: => Phase 43 Differences: => Phase 45 Differences: => Overall Differences: => Add Project Scope and Related Information Here. Information that gives an overview of project details. Scope: Typical Section, Lanes, Additions, etc: Additional Construction Features, like walls: Encroachments: **Contamination Concerns:** Utility Concerns, like pipe lines in R/W: NOTE: THIS ESTIMATE IS NOT AN APPRAISAL. The accuracy of this estimate is subject to the completeness and accuracy of the information upon which it is based. The cost estimate confidence rating listed below is based on: 1) the completeness and accuracy of the data utilized, 2) the time allowed to perform the estimate and 3) the quantity and quality of the market data utilized. One "X" only, indicates the estimator's confidence in this cost estimate: Type A - indicates a high level of confidence Type B - indicates above average confidence Type C - indicates an average level of confidence Type D - indicates poor or no confidence 38. * Inflate Estimate, Each Year By (2% to 5% or Custom), [Or Blank!]: %. 39. * Inflate, For (1, 2, 3, 4, 5, 6, 7 or Custom) Years, [Or Blank!]:

40. * Project Phases are programmed in; Fiscal Year:

Years. Year (CCYY/CCYY) => FY1/FY2.

Project Name Right of Way Cost Estimate Alternative 1

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Total Main Line:	1	12	7	140,991	\$3.65	\$477,526							\$881,300	\$1,358,857	4	1	
Total Water Retention:	3	0	0	40,237	\$3.00	\$120,710							\$622,300	\$743,010	0	0	